STATE OF CALIFORNIA
DMV
DEPARTMENT OF MOTOR VEHICLES
A Public Service Agency

TVS INSTRUCTOR APPLICATION CHECK LIST ✓

All application forms must be neatly printed in blue or black ink or typed. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information must be complete and accurate.

	INSTRUCTOR LICENSE ONLY	OWNER / INSTRUCTOR LICENSE
A – FORMS REQUIRED *Attach documents in order stated.*	✓	✓
TVS Instructor Application Check List (OL 710A)		
Application for Traffic Violator School Operator and Instructor License (OL 710)		
Application for Occupational License Personal History Questionnaire, Part B (OL 29)		**PROVIDE WITH OWNER APPLICATION**
Request for Live Scan Service [yellow copy] (DMV 8016)		**PROVIDE WITH OWNER APPLICATION**
B – ADDITIONAL DOCUMENTS REQUIRED *Attach documents in order stated.*	✓	✓
Evidence of successful completion of the TVS instructor written examination. *Owner / instructor applicants must be tested by an Occupational Licensing Inspector. (EXEMPTION: Applicant has passed the TVS operator examination)*		
Proof of high school graduation or equivalent.		
Letters of employment acknowledgement from each school. *Required for "Additional" applications only.*		
C – IMPORTANT INFORMATION *Incomplete applications will be returned.*	✓	✓
Keep a copy of all documents for your records.		

Submit the above required forms and documents to a local Occupational Licensing Inspection's Office. For office locations refer to ***www.dmv.ca.gov/fo/inspector_office.htm***. An Inspector will review the application to ensure all requirements are fulfilled and complete an applicant background check. An Inspector will issue permits and supplies to operate only after all requirements are fulfilled, the background check performed is clear, location has been inspected and approved, and the employing licensee's is approved to operate. Incomplete applications will be returned. Unsuccessful applicants will be notified of the discrepancies or decisions not to issue a license.